

4.4 IMPLEMENTATION AND OPERATION

4.4.1 STRUCTURE AND RESPONSIBILITY

Auditor Name and Date:_____

Organization and Department Audited:_____

Personnel Interviewed:_____

STANDARD REQUIREMENTS

4.4.1

Conforms (Y/N)

Roles, responsibilities, and authorities shall be defined, documented, and communicated in order to facilitate effective environmental management.	
Management shall provide resources essential to the implementation and control of the environmental management system. Resources include human resources and specialized skills, technology, and financial resources.	
The organization's top management shall appoint a specific management representative who, irrespective of other responsibilities, shall have defined roles, responsibilities and authority for...	
...ensuring that environmental management system requirements are established, implemented and maintained in accordance with this International Standard;	
...reporting on the performance of the environmental management system to top management for review and as a basis for improvement of the environmental management system.	

NOTES:

OVERALL CONFORMANCE: YES NO

4.4.1 Structure and Responsibility: Supplemental Questions by Function		
<i>DEPUTY DIRECTOR</i>		OBJECTIVE EVIDENCE
a.	What resources (financial, technical, personnel) have you provided for the development and maintenance of the EMS?	
b.	What authority does the EMS representative have to carry out his/her responsibilities?	
c.	How are you informed on the performance of the EMS? Do you receive routine reports?	
d.	Are responsibilities for environmental management of the organization documented? If so, where?	
e.	How are these responsibilities communicated to all employees?	

<i>EMS REPRESENTATIVE</i>		OBJECTIVE EVIDENCE
a.	Have the roles, responsibilities, and authorities been defined, documented, and communicated to facilitate effective environmental management?	
b.	How do you inform management on the performance of the EMS? Do you provide routine reports?	
c.	Are responsibilities for environmental management of the organization documented? If so, where?	
d.	How are these responsibilities communicated to all employees?	

<i>SENIOR STAFF</i>		OBJECTIVE EVIDENCE
a.	Are responsibilities for environmental management of the organization documented? If so, where?	
b.	How do you inform management on the performance of the EMS? Do you provide routine reports?	
c.	Have roles and responsibilities for the EMS been communicated to your staff?	

4.4.1 Structure and Responsibility: Supplemental Questions by Function (cont.)

<i>DIVISION PERSONNEL</i>		OBJECTIVE EVIDENCE
a.	What are your responsibilities under the EMS? How do you know what they are?	
b.	If you have a question or concern regarding the EMS and employee responsibilities, who would you talk to about it?	

NOTES:**DOCUMENTS:**

- ☐ Evidence that responsibilities for the environmental management system have been formally documented and sanctioned by management (examples include job descriptions, procedures that list responsibilities, memos or announcements from management, program manuals).
- ☐ Organization charts or other documentation of organizational structure.
- ☐ EMS responsibility matrix.
- ☐ Documented evidence that top management has appointed a specific EMS lead or 'champion.'
- ☐ Reports on the EMS to management (e.g., meeting minutes, memos, reports, or presentations).
- ☐ Resource needs assessment and budgets/operating plans.

EMS LINKS:

The structure and responsibility requirements of ISO 14001 pertain to every section of the standard. Roles, responsibilities, and authorities should be defined for each element of the ISO 14001 standard.